

**CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 15- 15**

A RESOLUTION ADOPTING THE ~~PARKS AND~~ TRANSPORTATION SYSTEM DEVELOPMENT CHARGES WHICH AMENDS RESOLUTION NO 14-31 AND AUTHORIZING THE CITY MANAGER TO APPROVE AND AMEND SYSTEM DEVELOPMENT CHARGE PROCEDURES GUIDE, *, as amended. Parks SDCs were not adopted.*

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WHEREAS, the City of Tigard has a Master Fees and Charges Schedule, including System Development Charges (SDCs) ; and

WHEREAS, City of Tigard has adopted new SDC Methodology Reports for ~~Parks and~~ Transportation SDCs;

WHEREAS, system development charges are one-time fees paid by developers to help offset the impact of growth on the city's infrastructure; and

WHEREAS, the SDC Administrative Procedures Guide will provide staff procedures for implementation and administration of the City of Tigard's System Development Charges for new development within the City ;

WHEREAS, the system development charges will be indexed to account for changes in costs of infrastructure;


NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The system development charges for ~~parks and~~ transportation for the City of Tigard are enumerated and set as shown in the attached schedule (Exhibit A).

SECTION 2: The City Manager is authorized to approve and amend the System Development Charge Administrative Procedures Guide (Exhibit B).

SECTION 3: This resolution is effective July 1, 2015.

PASSED: This 28<sup>th</sup> day of April 2015.

  
\_\_\_\_\_  
Council President – City of Tigard

ATTEST:


  
\_\_\_\_\_  
City Recorder - City of Tigard

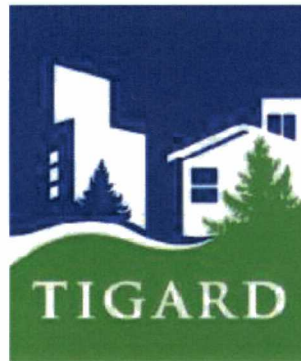
Exhibit A

# City of Tigard, Oregon

## Residential Transportation System Development Charge Schedule

Fiscal Year 2015 - 2016

Adopted  
April 28, 2015



Department	Revenue Source	Fee or Charge	Effective Date
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING</b>			
	<b>Residential Transportation System Development Charge (SDC)*</b>		
	Single Family Detatched Dwelling - Reimbursement	\$312.00	7/1/2015
	Single Family Detatched Dwelling - Improvement	\$5,402.00	7/1/2015
	Single Family Detatched Dwelling - River Terrace Overlay**	\$2,642.00	7/1/2015
	Multi-Family Dwelling - Reimbursement	\$182.00	7/1/2015
	Multi-Family Dwelling - Improvement	\$3,151.00	7/1/2015
	Multi-Family Dwelling - River Terrace Overlay	\$1,541.00	7/1/2015

**\*See Adopted Methodology Report used to calculate the charges.**

**\*\*Based on 50% Credit Policy for the "local" elements of River Terrace Blvd.**

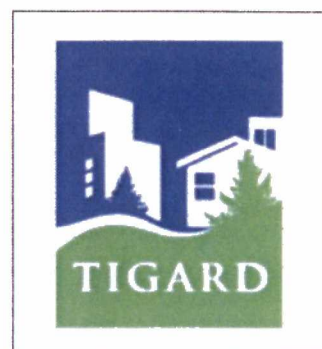
For more detailed and updated information on calculating Transportation SDC's see "Transportation System Development Charge Methodology Report," by FCS Group, April 28, 2015.

#### **Transportation SDC Annual Adjustment**

7/1/2015

Transportation SDC fees shall be adjusted annually on July 1st of each year beginning in 2016. The index to be used for adjusting transportation SDCs will be based on the weighted average of the year over year escalation for two measurements: 90 percent multiplied by the Engineering News Record Construction Cost Index for the Seattle Area percent change plus 10 percent multiplied by the Oregon Department of Transportation monthly asphalt price (annualized) percent change.

City of Tigard



SYSTEM DEVELOPMENT  
CHARGE  
ADMINISTRATIVE  
PROCEDURES GUIDE

April 27, 2015

FCS GROUP



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# SECTION I: PURPOSE OF ADMINISTRATIVE PROCEDURES GUIDE

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The purpose of this guide is to provide procedures for implementation and administration of the City of Tigard's (City) System Development Charges (SDCs) for new development within the City. This document provides guidance regarding the following items:

- ♦ Determination of when SDCs should be charged;
- ♦ Calculation of SDCs for individual developments;
- ♦ Treatment of SDC revenues and expenditures; and
- ♦ SDC refunds, appeals, and record keeping.

The guide presents information that is to be referenced by the Transportation SDC Ordinance and provides forms, notifications, and directions at a level of detail more specific than is provided in the Transportation SDC Methodology Report(s).

Note information provided in text boxes, as the one below, references specific portions of Tigard code related to SDCs or references to the SDC credit policy in **Section II**.

... ORS 223.297 - 223.314, adopted in 1989, authorizes local governments to impose system development charges to provide equitable funding for orderly growth and development...



## SECTION II: SDC CREDITS

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### A. TIGARD CREDIT POLICY BASIS

An applicant for a building permit, or occupancy permit if deferral has been granted, shall be entitled to a credit against the SDC for constructing eligible capital improvements as defined in this section. Tigard's Transportation SDC credit policy, for the most part, follows the Washington County TDT credit policy and procedures guide with a special condition for River Terrace Boulevard.

### B. PARKS CREDIT POLICY

Credit eligibility shall be determined by the SDC administrator. The value of the SDC Credits under this section shall be determined by the SDC administrator based on the cost of the Qualified Public Improvement, or the value of Real Property Interests, as follows:

1. For Real Property Interests, the value shall be based upon a written appraisal of fair market value by a qualified, professional appraiser based upon comparable sales of similar property between unrelated parties in an arms-length transaction;
2. For improvements yet to be constructed, value shall be based upon the anticipated cost of construction. Any such cost estimates shall be certified by a professional architect or engineer or based on a fixed price bid from a contractor ready and able to construct the improvement(s) for which SDC Credit is sought. The City will give immediate credits based on estimates, but it will provide for a subsequent adjustment based on actual costs: a refund to the Applicant if actual costs are higher than estimated, and an additional SDC to be paid by the Applicant if actual costs are lower than estimated. The City shall inspect all completed Qualified Public Improvement projects before agreeing to honor any credits previously negotiated. The City shall limit credits to reasonable costs. Credits shall be awarded only in conjunction with an application for development;
3. For improvements already constructed, value shall be based on the actual cost of construction as verified by receipts submitted by the Applicant.

### C. TRANSPORTATION CREDIT POLICY

An applicant for a building permit, or occupancy permit if deferral has been granted, shall be entitled to a credit against the SDC for constructing eligible capital improvements as defined in this section. Credit eligibility shall be determined by the SDC administrator.

- A. A transportation capital improvement constructed on a public road or transit facility, and accepted by the city, is eligible for credit provided it meets all the following criteria:
  1. The city's authorized SDC administrator determines that the timing, location, design, and scope of the improvement is consistent with and furthers the objectives of the capital improvement program of the city.
  2. The improvement is required to fulfill a condition of development approval issued by the city.

3. The improvement must provide additional capacity to meet future transportation needs, or be constructed to address an existing safety hazard. Improvements to mitigate a safety hazard created primarily by the development are not eligible.
  4. Improvements which primarily function as access to a private street, driveway, or development parcel are not eligible.
  5. The applicant shall have the burden of demonstrating in its application for credit that a particular improvement qualifies for credit.
  6. Improvements, including travel lanes and bike lanes, must be at ultimate alignment, line, and grade. No credit shall be granted for interim (e.g., half street) improvements.
  7. No credit shall be granted for minor realignments not designated on the comprehensive plan.
  8. New roads are eligible projects as long as they meet the remaining project eligibility criteria. An existing dirt or gravel road is deemed new if its daily traffic volume is below two hundred vehicles per day.
  9. Bike lanes and multiuse pathways are eligible if required pursuant to applicable transportation or road standards.
  10. No credit shall be granted for utility relocation except for that portion which otherwise would have been the legal obligation of the jurisdiction pursuant to a franchise, easement, or similar relationship.
  11. No credit shall be granted for minor realignments not designated on the comprehensive plan.
  12. No more than thirteen point five percent (13.5%) of the total eligible construction cost shall be creditable for survey, engineering, and inspection.
  13. No credits shall be granted for storm sewer improvements that are also eligible for stormwater SDC credits.
- B. The SDC administrator shall provide credit for the documented, reasonable cost of construction of all or part of a qualified public improvement listed in the Methodology Report Appendix A based on the following criteria:
1. Transportation improvements located neither on nor contiguous to the property that is the subject of development approval shall be eligible for full credit.
  2. Transportation improvements located on or contiguous to the property that is the subject of development approval, and required to be built larger, or with greater capacity than is necessary for the particular development project shall be eligible. Credit for these improvements may be granted only for the cost of that portion of the improvement that a) exceeds the local government's minimum standard facility size; or b) exceeds the capacity needed to serve the particular development project or property.
  3. Road right-of-way required to be dedicated pursuant to the applicable comprehensive plan or development conditions is eligible as follows:
    - a. To the extent an improvement is located neither on nor contiguous to the property that is the subject of development approval, the reasonable market value of land purchased by the applicant from a third party and necessary to complete that improvement is creditable.
    - b. Road right-of-way located on or contiguous to the property that is the subject of development approval shall be eligible for credit to the extent necessary to construct the facility in excess of the local government's minimum standard facility needed to serve the particular development project or property. Credit for such right-of-way shall be allowed based on market value as determined by the county SDC records.
- C. For an improvement that is eligible for both TDT and Tigard TSDC credits, the TDT credits shall be calculated first. Total credits, including Tigard TSDC credits, together with TDT credits, shall not be issued in an amount that exceeds the eligible capital improvement cost for which the credits were issued.



- D. For all improvements for which TSDC credit is sought within a TSDC overlay, the city's SDC administrator shall apportion the credit based upon the percent of the total SDC charge attributable to the City SDC and the overlay SDC.

Please refer to **Exhibits 2.1 and 2.2** for how to determine credit values.

**Exhibit 2.1: Guidance on Determination of Transportation Credits**

Road Classification	Is the Project...		Credit % of Project Costs (Eligible Components Only)	Credit Eligible (at applicable credit %)	
	Contiguous?	On Project List?		Local Street Standard	Right of Way
Collector	No	No	50%*	Yes	Yes
Collector	Yes	No	50%*	No	No
Collector	No	Yes	100%	Yes	Yes
Collector	Yes	Yes	100%	No*	Yes**
Arterial	No	No	75%	Yes	Yes
Arterial	Yes	No	75%	No	No
Arterial	No	Yes	100%	Yes	Yes
Arterial	Yes	Yes	100%	No	Yes**

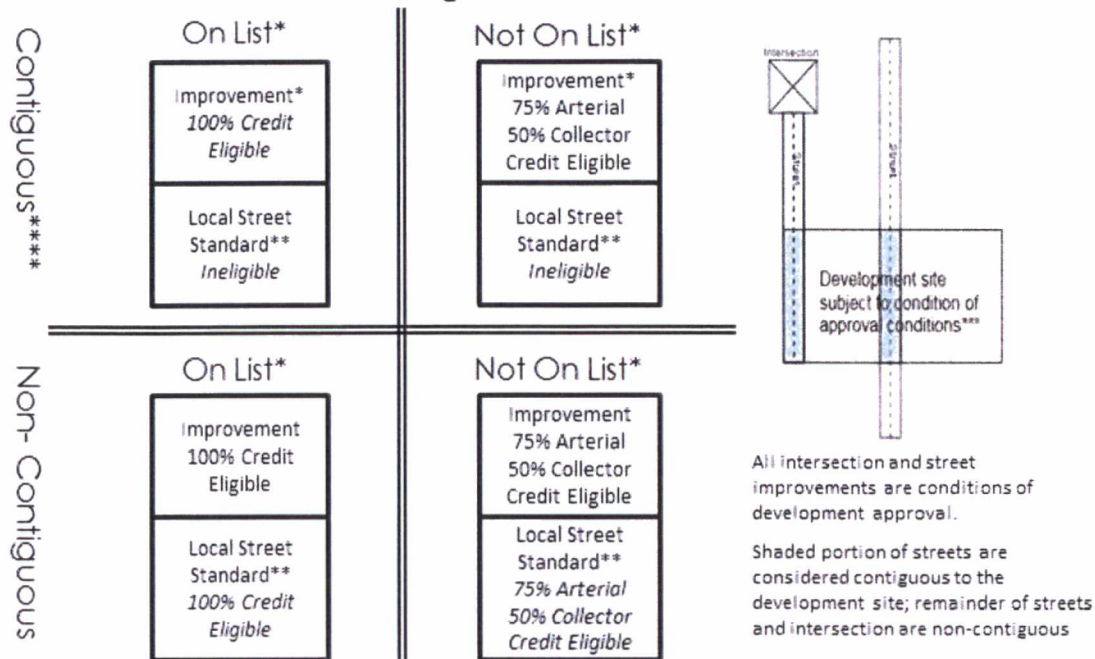
Source: adapted from the Washington County TDT procedures manual.

\* River Terrace Boulevard improvements are 100% credit eligible for elements beyond the local street standard; and 50% credit eligible for other project elements.

\*\* Right of way credit applies only to the portion above local standard.



## Exhibit 2.1: Guidance for Determination of Contiguity Contiguous Definition



\* Contiguous Improvements must also exceed the local street standard

\*\* "Local street standard" is a stand-in for "necessary to serve the development."

\*\*\* Reasons for conditions are defined through the land development process – TDT rules apply uniformly and after the condition.

\*\*\*\* "Contiguous" is defined based on frontage of site prior to subdivision or partition.

*Adapted from Washington County TDT procedures manual*

## D. SDC CREDIT APPLICATION AND ADMINISTRATION

- A. All requests for credit vouchers must be in writing and filed with the SDC administrator not more than sixty days after acceptance of the improvement. Improvement acceptance shall be in accordance with the practices, procedures, and standards of the city. The amount of any credit shall be determined by the SDC administrator and based upon the subject improvement contract documents and other appropriate information provided by the applicant for the credit. In the request, the applicant must identify the improvement(s) for which credit is sought and explain how the improvement(s) meet the requirements of this section. The applicant shall also document, with credible evidence, the value of the improvement(s) for which credit is sought. If, in the SDC administrator's opinion, the improvement(s) meets the requirements of this section and the SDC administrator concurs with the proposed value of the improvement(s), a SDC credit shall be granted for the eligible amount. The value of the SDC credits under this section shall be determined by the SDC administrator based on the actual cost of construction and right-of-way, as applicable, as verified by receipts and other credible evidence submitted by the applicant. Upon a finding by the SDC administrator that the contract amounts, including payments for right-of-way, exceed prevailing market rates for a similar project, the credit shall be based upon market rates.
- B. The SDC administrator shall respond to the applicant's request in writing within thirty days of receipt of a technically complete request. The SDC administrator shall provide a written explanation of the decision on the SDC credit request.

- C. Upon approval, the SDC administrator shall provide the applicant with a credit voucher, on a form provided by the department. The original of the credit voucher shall be retained by the department. The credit voucher shall state a dollar amount that may be applied against any SDC imposed against the subject property. In no event shall a subject property be entitled to redeem credit vouchers in excess of the SDC imposed. Credits are limited to the amount of the charge attributable to the development of the specific lot or parcel for which the credit is sought and shall not be a basis for any refund.
- D. A credit shall have no cash or monetary value. A credit shall only apply against the SDC and its only value is to be used to reduce the SDC otherwise due, subject to all conditions, limitations, and requirements of this chapter.
- E. Tigard transportation SDC credits may not be used for TDT obligations or for payment of other SDCs.
- F. TDT credits may not be used for payment of Tigard transportation SDC obligations.
- G. When issued by the SDC administrator, a credit shall be the personal property of the applicant. Credits shall remain the personal property of the applicant unless transferred by the applicant or its authorized agent as transferor. Any person claiming the right to redeem a credit shall have the burden of demonstrating that any credit issued to another person has been transferred to him or her.
- H. Credits shall be apportioned against the property that was subject to the requirement to construct an improvement eligible for credit. Unless otherwise requested by the applicant, apportionment against lots or parcels constituting the property shall be proportional to anticipated average weekday trips generated by the respective lots or parcels. Upon written application to the SDC administrator, however, credits shall be reapportioned from any lot or parcel to any other lot or parcel within the confines of the property originally eligible for the credit. In the case of multi-phase development, excess credit generated in one phase may be applied to reduce the SDC in subsequent phases of the original development project. Reapportionment shall be noted on the original credit voucher retained by the department.
- I. Credits may be reassigned from a property to another property if all the following conditions are met.
  - 1. A request for reassignment of a credit voucher must be made in writing to the SDC administrator signed by the person who owns the credit. The request for reassignment of a credit voucher shall contain all the information necessary to establish that such a reassignment is allowable under this subsection. The burden of proof that a reassignment is allowable is on the applicant. The SDC administrator shall respond in writing to the applicant's request for reassignment within thirty days of receipt of the request.
  - 2. A credit voucher for the River Terrace SDC overlay district may not be reassigned to a property outside the identified SDC overlay district as identified by the map in **Appendix A.**
  - 3. Credits may be reassigned if the SDC administrator determines that either:
    - i. The lot or parcel that is to receive the credit is adjacent to and served by the transportation improvements that generated the credits, or
    - a. The development on property receiving the credit would have impacts and traffic patterns affecting substantially the same facilities as the property that generated the credit.
  - 4. When a credit voucher or portion of a credit voucher is reassigned a notation shall be placed on the initial credit voucher that a reassignment has been made. The amount reassigned shall be deducted from the credit voucher.
  - 5. When a reassignment occurs a new credit voucher shall be issued for the reassigned credit amount.



- a. The new credit voucher shall note the property to which the initial credit was assigned, subsequent reassignments shall also note the property to which the initial credit was assigned.
  - b. The new credit voucher shall note the credit voucher number from which it was reassigned, if multiple reassignments occur each credit voucher number shall be noted.
  - c. The new credit voucher shall have the same expiration date as the initial credit voucher.
  - d. Apportionment against lots or parcels constituting the property to which a reassignment has been made is allowed as described in subsection F of this section.
- 6. A reassigned credit voucher shall follow all rules regarding redemption of credits.
  - 7. The city may charge a fee for administering the reassignment of credits.
  - 8. SDC credit reassignments approved in connection with new development outside SDC overlay districts, if applied to SDCs payable on new development inside overlay districts, may only be applied to the portion of that new development's SDC charges payable under the City SDC. Such SDC credit reassignments may not be applied to SDCs payable for a SDC overlay.
- J. Any credit must be redeemed not later than the issuance of the building permit or, if deferral was permitted, issuance of the occupancy permit. The applicant is responsible for presentation of any credit prior to issuance of the building or occupancy permit. Under no circumstances shall any credit redemption be considered after issuance of a building permit or, if deferral was granted, issuance of an occupancy permit.
  - K. Credit vouchers shall expire on the date ten years after the acceptance of the applicable improvement by the appropriate jurisdiction. No extension of this deadline shall be granted.

## E. REDEEMING CREDITS

A developer can redeem credits for development within the City subject to the following constraints.

### **Credit Application and Administration**

- J. Any credit must be redeemed not later than the issuance of the building permit or, if deferral was permitted, issuance of the occupancy permit. The applicant is responsible for presentation of any credit prior to issuance of the building or occupancy permit. Under no circumstances shall any credit redemption be considered after issuance of a building permit or, if deferral was granted, issuance of an occupancy permit.

## SECTION II: APPLICABILITY OF SDCs

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SDCs apply to all new development within the City unless it is specifically exempted from the SDC (see Chapter 3 of this guide regarding exemptions). Tigard Municipal Code states that SDCs are imposed on the following development within the City.

**3.24.040 System Development Charge Imposed; Method for Establishment Created.**

- A. Unless otherwise exempted by the provisions of this ordinance or any other applicable local or state law, a SDC is hereby imposed upon all development within the city. SDCs are imposed upon the act of making a connection to the City water or sewer system within the City, upon all development outside the boundary of the City that connects to or otherwise uses the sewer or water facilities of the City, and whenever the City Council has authorized an intergovernmental agreement which permits the City to impose a parks SDC outside the City limits.

In a case where there is a modification to an existing structure (such as a change in use, alteration, expansion, or replacement), the SDC is charged only if the modification will result in a net increase in the impact on the system for which the SDC is charged.

## SECTION III: EXEMPTIONS

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Certain types of new development are either fully or partially exempt from paying SDCs.

### A. FULLY EXEMPT NEW DEVELOPMENT

The following types of development are fully exempt from SDC charges.

#### **3.24.110 Exemptions**

A. The following are exempt from a SDC.

1. Structures and uses established and existing on or before the effective date of the resolution which sets the amount of the SDC are exempt from the charge, except water and sewer charges, to the extent of the structure or use existing on that date and to the extent of the parcel of land as it is constituted on that date. Structures and uses affected by this subsection shall pay the water or sewer charges pursuant to the terms of this Chapter upon the receipt of a permit to connect to the water or sewer system.
2. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the Building Code adopted pursuant to Section 14.04 of this Code, are exempt from all portions of the SDC.
3. An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of a capital improvement are exempt from all portions of the SDC.

### C. APPLYING FOR EXEMPTION

Developers may apply for exemptions against the amount of SDCs owed to the City of Tigard. Correspondence must be made in writing to the City Manager or the SDC administrator. Exemptions may be given by the SDC administrator or designee for portions of the development that meets the above conditions. The City Manager or designee will respond to the Applicant's request in writing within 30 days of when a complete request is submitted. The City Manager or designee shall provide a written explanation of the decision on the SDC Exemption request.

### D. APPEALING A DENIAL OF EXEMPTION

The decision of the City Manager or designee may be appealed to the City Council, as described in **Section VII** of these guidelines. In addition, all persons who object to the calculation of a system development charge have a right to challenge the decision and petition for review of a final City decision pursuant to ORS 34.010 to 34.100.



## SECTION IV: AMOUNT AND PAYMENT OF SDCs

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### A. CALCULATION OF THE SDC AMOUNT

#### A.1 New Development

SDCs for new development are calculated in accordance with the System Development Charge Methodology Report, using the worksheet included in Appendix C.

The City Manager or designee (i.e., Building Department) shall calculate SDCs by doing the following:

- Identifying the SDC rates per unit of development for each system;
- Multiplying each SDC rate (from step 1) by the appropriate number of units of development (e.g., thousand square feet of gross floor area [T.S.F.G.F.A.], students, VFPs, equivalent dwelling units). Any proposed use which constitutes 10% or less of the total building space is considered an ancillary use and does not require a separate calculation; however, the building space for such uses must be included in the total for other non-residential uses.

#### A.2 Parks SDC Calculations

##### A.2.a Residential SDC Calculations

Parks SDCs for residential development is calculated by multiplying the number of dwellings (by housing category) by the corresponding SDC rate:

$$\text{Number of Dwellings} \times \text{Parks SDC Rate (by use)} = \text{Total Parks SDC charge}$$

##### A.2.b Non-Residential SDC Calculations

To calculate parks SDCs for proposed redevelopment of existing buildings, the SDC for non-residential uses will take into account the amount of floor area (square feet) proposed as a change in use. The Parks SDC for non-residential development will vary by the classification of development as shown in **Exhibit 4.1** with the calculation as follows:

$$\begin{aligned} &\text{Development Floor Area (by use)} \times \text{Parks SDC Rate Per Employee} \\ &\quad \times \text{Employees to SF Conversion Factor} = \text{Total Parks SDC charge} \end{aligned}$$

Note that development floor area is to be based on the net leasable floor area of new development.



**Exhibit 4.1**  
**Parks SDC Conversion Factors for Non-Residential Uses**

Category	Parks SDC Per Employee <sup>1</sup>	Employees Per 1,000 SF <sup>2</sup>	Parks SDC Per 1,000 SF
General Industrial	\$707	1.25	\$884
Warehousing/Distribution	\$707	0.80	\$566
Flex	\$707	1.60	\$1,132
Office	\$707	3.33	\$2,357
Retail	\$707	2.22	\$1,572
Institutional	\$707	2.00	\$1,414

<sup>1</sup>SDC reflects proposed reimbursement fee, improvement fee, and compliance fee.

<sup>2</sup>Derived from Metro factors used for 2014 Urban Growth Report

Source: Compiled by FCS GROUP.

### A.3 Transportation SDC Calculations

#### A.3.a Residential SDC Calculation

Transportation SDC calculations for residential development will be charged based on new single family detached and multifamily/other dwellings added to the City. These types of calculations take into account the net new dwellings added multiplied by the SDC per dwelling unit.

SDC rates for specific residential developments are to be determined using the ITE Trip Generation Handbook, there are land use categories depicting single family detached (code #210), apartments (code #220), rental townhouses (code #224), and other residential types. Because there is presently no ITE land use code for small, standard or large single family dwellings, **Exhibit 4.2** will be used to calculate SDC rates for single family detached homes.

**Exhibit 4.2**  
**Average Daily Vehicle Trips and TSDC Adjustment Factors by SFD home size**

Home Size Category	ADPT per 1,000 SF	TSDC Adjustment Factor A (revenue neutral)	Dwelling Unit Size (living area sq.ft.)
Small	4.25	0.81	under 1,900 SF
Medium	5.43	1.03	1,900 to 3,500 SF
Large	5.70	1.08	over 3,500 SF
All SFD	5.28		

Source: compiled by FCS Group based on: *Summary of 2011 Travel Activity Survey Results*, Metro Transportation Research and Modeling Services; and National Association of Home Builders, *Characteristics of Home Buyers*, Feb. 8, 2013. ADPT = average daily person trips; SFD = single family detached home.

The number of new PHVTs generated for residential land use should take into account the following formula:

$$\text{ITE Vehicle Trip Rate (by use code)} \times \text{Dwellings} \times \text{TSDC Adjustment Factor (if applicable)} \\ = \text{Total TSDC charge}$$

#### A.3.b Non-Residential SDC Calculation

The proposed SDCs identified in this report include specific recommendations for initial SDCs to be charged based on new PHVT added for non-residential development. New non-residential development in Tigard may include land use types with linked trips. The number of new PHVTs generated for non-residential land use should take into account the following formula:

$$\text{ITE Vehicle Trip Rate} \times (1 - \% \text{ Linked Trips}) = \text{Net New PHVT}$$

The SDC per unit of development is calculated for each type of land use by multiplying the new PHVT for each land use by the SDC per PHVT (see **Appendix B**). It is important to note that the *Trip Generation Manual* may not contain some land use categories or may not include trip rates or number of net new trips generated. For such land use categories without data, the City administrator shall use her/his judgment to calculate the transportation SDC.

In the event that the proposed land use is a use that is not listed in the SDC Methodology Report or applicable ITE Handbooks (for transportation SDCs), the City may calculate the SDC charge based on the estimated increase in units of development for the proposed use, or may consider independent engineering studies submitted by the developer indicating the net impact of the proposed development.

#### A.4 Modification, Expansion, or Redevelopment

If the new development is a modification or expansion of an existing structure, or redevelopment of a property from a previous use, the SDC amount is based on the net increase in the number of units for each system, calculated as follows:

1. Calculate an SDC for each system in the new development as though the entire development was subject to the SDC;
2. Calculate an SDC for each system in the existing development, before modification, expansion, or redevelopment, as though the existing development was subject to the SDC;
3. Calculate the net SDC amount for each system by subtracting the results of Step 2 from the results of Step 1; if the result is zero or less than zero for a system, no SDC is due for that system.

### B. SDC DISCOUNTS FOR TRANSIT ORIENTED MIXED USE DEVELOPMENTS IN DOWNTOWN

Additional transportation SDC discounts may be permitted by the SDC administrator if the proposed new development meets the conditions for transit oriented mixed use developments (TOD) shown in **Exhibit 4.3**. The discounts for transit oriented mixed use developments apply to new development in downtown Tigard that are within 0.50 miles of the Tigard Transit Center. Additionally, transportation SDC discounts are allowed when new development is to be constructed with the minimum density and floor area mix assumptions shown in **Exhibit 4.3**. These discounts are based on the expected level of internal trip capture as documented by the U.S. Environmental Protection Agency (EPA) *Mixed-Use Trip Generation Model 4.0*. The discount takes into account the level of transit access afforded by the combination of frequent bus service and commuter rail service from this location. The total discount ranges from 10% to 25% of transportation SDC base calculations and the TOD discounts are not additive.



**Exhibit 4.3 TSDC Discount Criteria in Downtown Tigard**

Benefit Based on...	Reduction Level	Transportation Impact & Potential TSDC Reduction	Development Requirement
Proximity to Transit Service	Level 1	10% Vehicle Trip Reduction	Location within 0.5 miles from Tigard Transit Center
Proximity to Transit Service and Development Type/Mix	Level 2	17% Vehicle Trip Reduction	Minimum Res. Density of 24 dwellings per gross acre
	Level 3	20% Vehicle Trip Reduction	Minimum Res. Density of 24 dwellings per acre <b>and</b> at least 15% of the ground floor area devoted to commercial
			<b>or</b> Minimum FAR of 1.0 per acre for non-res. development
	Level 4	25% Vehicle Trip Reduction	Minimum res. density of 55 dwellings per acre <b>and</b> at least 15% of ground floor area devoted to commercial uses
			<b>or</b> Minimum FAR of 1.5 per acre for non-res. development

**Notes:**

<sup>1</sup> Some portion of the development site must be located within a 0.50 (one half) mile radius (straight line distance measurement) of Tigard Transit Center to qualify for TSDC reduction.

<sup>2</sup> The minimum residential density for this TSDC reduction level has been interpolated based on ITE results.

Source: ITE, Trip Generation Handbook, 9th Edition, Appendix B; and EPA Travel Demand Model, 4.0.

## C. ALTERNATIVE SDC RATE CALCULATION

An Applicant may request an alternative SDC rate calculation if:

1. The Applicant believes that the impact of facilities resulting from the new development is, or will be, less than that contemplated in the SDC Methodology Report, and for that reason, the Applicant's SDC should be lower than that calculated by the City.
2. The Applicant believes that SDCs paid by the property subject to development are, or will be, more than is provided by any credit for SDC payments which may be included in the SDC Methodology Report, and for that reason, the Applicant's SDC should be lower than that calculated by the City.
3. The Applicant agrees to reimburse the City for any additional time or resources necessary to provide a decision.

The following process shall be used for an alternative SDC rate request.

1. If an Applicant believes that the assumptions for the class of structures that includes the new development are not appropriate for the subject new development, the Applicant must request an alternative SDC rate calculation, under this Section, no later than the time of issuance of a Building Permit for the New Development. Alternative SDC rate calculations for occupancy

- must be based on analysis of occupancy of classes of structures, not on the intended occupancy of a particular new development.
2. In support of the Alternative SDC rate request, the Applicant must provide complete and detailed documentation, including verifiable data, analyzed and certified by a suitable and competent professional (such as a Transportation Engineer with a current professional engineering license to practice in the State of Oregon). The Applicant's supporting documentation must rely upon generally accepted sampling methods, sources of information, cost analysis, demographics, growth projections, and techniques of analysis as a means of supporting the proposed alternative SDC rate. The proposed Alternative SDC Rate calculation shall include an explanation with particularity why the rate established in the SDC Methodology does not accurately reflect the new development's impact on the City's capital improvements.
  3. The City Manager or designee shall apply the Alternative SDC Rate if, in the City Manager's opinion, the following are found:
    - a. The evidence and assumptions underlying the Alternative SDC Rate are reasonable, correct, and credible and were gathered and analyzed in compliance with generally accepted principles and methodologies consistent with this Chapter;
    - b. The calculation of the proposed Alternative SDC rate was by a generally accepted methodology;
    - c. The proposed alternative SDC rate better or more realistically reflects the actual impact of the new development than the rate set forth in the SDC Methodology Report; and
    - d. The applicant has compensated the City for the additional cost of administrative services associated with the review of the alternative SDC rate (administrative review charges to be calculated by the City Manager or designee).<sup>1</sup>
  4. Within 30 days of the Applicant's submission of the request, the City Manager or designee shall provide a written decision explaining the basis for rejecting or accepting the request.

The decision of the City Manager or designee may be appealed to the City Council, as described in **Section VII** of these guidelines. In addition, all persons who object to the calculation of a system development charge have a right to challenge the decision and petition for review of a final City decision pursuant to ORS 34.010 to 34.100.

## D. WHEN PAYMENT IS DUE

Payment is due according to the following criteria.

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<sup>1</sup> It is noted that any additional SDC charges for this purpose are in addition to the charges included in the SDC Methodology Report, including the improvement fee, reimbursement fee and the compliance fee; as well as other permitting and inspection charges, fees or SDCs applied to new developments.



### **3.24.090 Collection of Charge**

- A. The SDC is payable upon issuance of:
  - 1. A building or construction permit of any kind, including any permit or permits issued in connection with the set-up or installation of any trailer, mobile or manufactured home;
  - 2. A development permit;
  - 3. A development permit for development not requiring the issuance of a building permit;
  - 4. A permit to connect to the sewer system; or
  - 5. A permit to connect to the water system.
- B. If development is commenced or connection is made to the water system, sewer system, or storm system without an appropriate permit, the SDC shall be immediately due and payable upon the earliest date that a permit was required.
- C. The Administrator shall collect the applicable SDC from the Permittee. The Administrator shall not issue such permit or allow such connection until the charge has been paid in full, or unless an exemption is granted pursuant to Section 3.24.110, or unless provision for installment payments has been made, pursuant to Section 3.24.100, which follows.

The permittee, or the one paying the SDC, can apply to make installment payments on the SDC according to the following section of Tigard code.

### **3.24.100 Installment Payment**

- A. When a SDC is due and payable, the Permittee may apply for payment in twenty semi-annual installments, secured by a lien on the property upon which the development is to occur or to which the utility connection is to be made, to include the SDC along with the following:
  - 1. Interest on the obligation at the prime rate as published by the Wall Street Journal the day of application plus 4%;
  - 2. Any and all costs, as determined by the Administrator, incurred in establishing payment schedules and administering the collections process;
- B. The intent of this section is to recognize that the payment of an SDC by installments increases the administrative expense to the city. It is the intent of this subsection to shift that added expense to the applicant, so that the city will not lose SDC revenue by accepting installment payments on such charges. Subject to the provisions of this section, all costs added to the SDC will be determined by the Administrator.
- C. An Applicant requesting installment payments shall have the burden of demonstrating the Applicant's authority to assent to the imposition of a lien on the property and that the interest of the Applicant is adequate to secure payment of the lien.

## SECTION V: UPDATING THE SDC RATES

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### A. ANNUAL COST ADJUSTMENT

Oregon law dictates that the City is allowed to adjust SDCs based on escalation factors. Please refer to the respective SDC methodology for specific cost escalations. After calculating the SDC adjustment factor, each of the adopted SDC rates, fees, and charges included in a methodology report and outlined in this Administrative Procedures Guide shall be adjusted, effective on July 1st of each year to coincide with the start of a new fiscal year.

#### A.1 Parks SDC Adjustment

The adjusted parks SDC fee will be determined by the multiplying the existing fees by the average of two indices, one reflecting changes in land acquisition costs and one reflecting changes in development/construction costs (**Exhibit 5.1**).

The index for the land acquisition component will be based on cost of residential tract land in Tigard, as determined by the Washington County Assessor/Appraiser. The average cost for residential land and year over year change (e.g., July 1 to July 1) will be measured as a percentage basis, to create the level of change in the original index, and projected as the overall change in Land Acquisition cost for Tigard.

The index for the construction cost component of the SDC will be the Construction Cost Index for the City of Seattle as published in May issue of the Engineering News Record (ENR). The Seattle Cost Index will be used because it is the most proximate city to Tigard of the twenty metropolitan areas for which the ENR maintains cost data. The index is adjusted monthly and will be calculated based on year to year changes in construction cost (e.g., July 1 to July 1) and projected as the overall change in construction cost for Tigard.

#### **Exhibit 5.1: Parks SDC Escalation**

$$\begin{aligned} & (\text{Change in Average Residential Land Value} \times 0.50) \\ & + (\text{Change in Construction Cost Index} \times 0.50) \\ & = \text{Parks SDC Adjustment Factor} \end{aligned}$$

#### A.2 Transportation SDC Adjustment

The adjusted parks SDC fee will be determined by the multiplying the existing fees by the average of two indices, one reflecting changes in construction costs and one reflecting changes in asphalt prices (**Exhibit 5.2**).

The index for the construction cost component of the SDC will be the Construction Cost Index for the City of Seattle as published in May issue of the Engineering News Record (ENR). The index is adjusted monthly, and will be calculated based on year to year changes in construction cost (e.g., July 1 to July 1) and projected as the overall change in Construction cost for Tigard. The index for the asphalt price will be the annualized change in Oregon Department of Transportation (ODOT) published monthly change in asphalt prices.



**Exhibit 5.2: Transportation SDC Escalation**

$$\begin{aligned} & (\text{Change in Construction Cost Index} \times 0.90) \\ & + (\text{Change in Annualized ODOT Asphalt Price} \times 0.10) \\ & = \text{Transportation SDC Adjustment Factor} \end{aligned}$$

## SECTION VI: RECEIPT, EXPENDITURE, AND REFUNDS OF SDC REVENUE

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### A. DEPOSITS

All SDC revenues collected by the City must be deposited in the appropriate SDC accounts. Until needed for an authorized use, funds deposited in the SDC accounts may be invested by the City with interest earned credited to the SDC accounts.

#### **3.24.140 Segregation and Use of Revenue**

- A. All funds derived from a particular type of SDC are to be segregated by accounting practices from all other funds of the city. That portion of the SDC calculated and collected on account of a specific facility system shall be used for no purpose other than those set forth in this Chapter.

### B. PERMITTED USES

Each type of SDC has specific permitted uses listed below.

#### B.1 Reimbursement Fees

Reimbursement Fee SDC revenues can be used for any type of capital improvement within the system for which the fee is collected. The capital improvements must be included in the City's Capital Improvement Plan (CIP). The CIP must do the following:

- ♦ List the specific projects that may be funded with SDC revenues,
- ♦ Provide the cost of each project,
- ♦ Provide the estimated timing of each project, and
- ♦ Provide the percentage of each project being funded with SDC revenues.

The CIP may be amended at any time.

#### **3.24.060 Authorized Expenditures**

- A. Reimbursement fees. Reimbursement fees shall be applied only to capital improvements (and not operating expenses) associated with the system for which the fees are associated, including expenditures relating to repayment of indebtedness.

#### B.2 Improvement Fees

Improvement Fee SDC revenues can be used only for capacity-increasing capital improvements.

#### **3.24.060.B Authorized Expenditures; Improvement Fees**

1. Improvement fees shall be spent only on capacity increasing capital improvements, including expenditures relating to repayment of debt for the improvements. An increase in system capacity may be established if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to the need for increased capacity to provide service for future users.
2. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the plan adopted by the city pursuant to Section 3.24.080.

### **B.3 Compliance Fees**

SDC revenues may be used and for the direct costs of complying with the State statutes governing SDCs, for the costs of administering the SDCs, and for the costs of developing SDC methodologies.

#### **3.24.060.B Authorized Expenditures**

3. Notwithstanding subsections 3.24.060.B.1 and .2, SDC revenues may be expended on the costs of complying with the provisions of this Chapter, including the costs of developing systems development charge methodologies and providing an annual accounting of systems development charge funds.

## **C. PROHIBITED USES**

Money on deposit in any SDC accounts shall not be used for the following items.

#### **3.24.070.A Expenditure Restrictions**

1. Costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements; or
2. Costs of the operation or routine maintenance of capital improvements.

## **D. REFUNDS OF SDCS**

The City shall grant a refund of SDCs for the following reasons:

- The City Manager finds that... there was a clerical error in the calculation of the SDC, or
- The SDCs have not been expended within ten years of receipt.

In no case will a cash refund be available to the property owner/applicant. When one of the above referenced scenarios gives rise to a credit amount greater than the systems development charge that would otherwise be levied against the project receiving development approval, the amount of the remaining credit shall be included in an agreement signed by the applicant and the City Manager or designee that states the amount of the remaining credit and the effective date of the agreement. The remaining credit may be applied against system development charges that accrue in subsequent phases of the original development project.

Credit may be transferable from one development to another. As noted above, remaining credit shall expire 10 years from the date the credit is given. Credits shall only fulfill obligations of SDCs of the capital improvement type for which the credit was issued.



## SECTION VII: CHALLENGES AND APPEALS

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### A. CHALLENGES OF EXPENDITURES

If there is a challenge of either SDC expenditures or credits, Tigard code stipulates the following procedure.

#### **3.24.150 Appeal Procedure.**

- A. A person aggrieved by a decision required or allowed to be made by the city recorder under this ordinance or a person challenging the propriety of an expenditure of SDC revenues may appeal the decision or the expenditure to the City Council by filing a written request with the Administrator describing with particularity the decision of the Administrator or the expenditure from which the person appeals.
- B. Appeal of an Expenditure: An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure. The council shall determine whether the Administrator's decision or the expenditure is in accordance with this ordinance and the provisions of ORS 223.297 to 223.314 and may affirm, modify or overrule the decision. If the Council determines that there has been an improper expenditure of SDC revenues, the council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent.
- C. Appeal of an SDC Methodology: Legal action challenging the methodology adopted by the council pursuant to Section 3.24.050 shall not be filed later than sixty (60) days after the date of adoption, and shall be contested according to the procedure set forth in ORS 34.010 to 34.100, and not otherwise.
- D. Appeal of an SDC Calculation or Credit Determination.
  - 1. A person aggrieved by a decision made by the Administrator relating to the calculation of SDCs may file an appeal within ten (10) days of the Administrator's action.
  - 2. Appeals must be made by filing a written request with the Administrator and must include a recommended solution to the issue that has initiated the appeal.
  - 3. Appeals may be filed to challenge only the trip generation rate or land use category that is applicable to the project.
  - 4. The City Council shall consider all appeals and shall render a decision to affirm, modify, or overrule the decision of the Administrator.
  - 5. The City Council's decision shall be made in accord with the intent of the provisions of this ordinance.

The City will review the challenge and determine whether or not an expenditure was made in accordance with the provisions of the SDC Ordinance and ORS 223. If the City finds that the expenditure was not appropriate, the SDC account(s) must be reimbursed from other revenue sources. The City shall notify the person who submitted the challenge of the results of the review within 30 days following completion of the review.

## SECTION VIII: RECORD KEEPING

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### A. RECORDS OF RECEIPTS

All SDCs received should be listed in chronological order, with each record indicating the date received, the amounts received, the name and location of the development for which the SDC was paid, the number(s) of the building permit(s), and the name of the Applicant who paid the SDC.

### B. RECORDS OF INVESTMENTS

Any funds on deposit in the SDC accounts that are not immediately necessary for expenditure may be invested by the City with all income derived from such investments deposited in the account. All investment transactions should include the date and a description of the transaction.

### C. RECORDS OF EXPENDITURES

Records of disbursements should be recorded for each account and should include the date of the expenditure and the name of the specific capital improvement project for which the funds are expended. In the case of a refund, the date and name of the person receiving the refund should be recorded.

### D. TIMELINESS OF RECORDS

Records of receipts and disbursements of SDCs shall be updated on the business day during which a transaction occurred.

### E. REPORTS

The City is required by ORS 223 to prepare by January 1 of each year an annual report accounting for all receipts and expenditures of SDC revenues. The annual report must show the total amount of system development charge revenues collected for each system and the projects that were funded in the previous fiscal year. It must also include a list of the amount spent on each project funded, in whole or in part with system development charge revenues.

#### **3.24.140 Segregation and Use of Revenue**

- B. The Administrator shall provide an annual accounting of SDCs showing the total amount of system development charge revenues collected for each type of facility and the projects funded from the account.

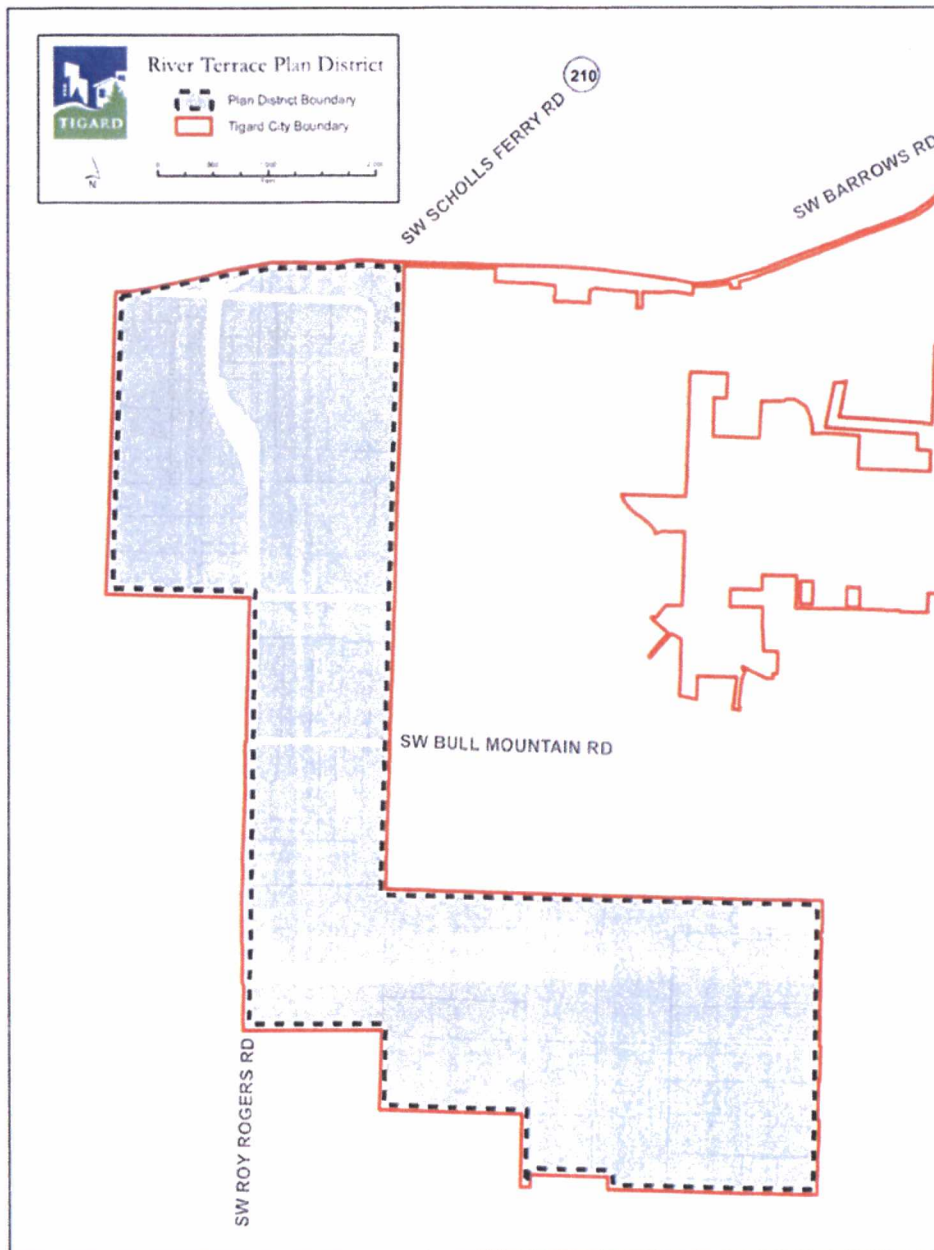


## APPENDIX

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## Appendix A: River Terrace District

The River Terrace SDC overlay boundary is referenced by the City of Tigard Community Development Code Map 18.660.



Appendix B: Transportation SDCs by Use (as of July 1, 2015)

Tigard TSDC Rates by Selected Land Use Category (as of July 1, 2015)							Tigard TSDC Rate Per Peak Trip							
			Trip Categories				Adjusted Trip Rates		\$483	\$8,362	\$1,104			
ITE Code	Land Use	Unit	Weekday PM Peak- Hour Trips	Pass Diverted			Total	Daily	Weekday PM Peak- Hour	SDC-R charge per Unit	SDC-I citywide charge per Unit	SDC-I River Terrace Overlay charge per Unit	Citywide Total TSDC per Unit	River Terrace Total TSDC per Unit
				Primary	By	Linked								
110	General Light Industrial	1,000 SFGFA	1.08	100%			100%	5.26	1.08	\$522	\$9,031	\$1,192	\$9,553	\$10,745
130	Industrial Park	1,000 SFGFA	0.84	100%			100%	5.34	0.84	\$406	\$7,024	\$927	\$7,430	\$8,357
140	Manufacturing	1,000 SFGFA	0.75	100%			100%	3.03	0.75	\$362	\$6,272	\$828	\$6,634	\$7,462
151	Mini-Warehouse	1,000 SFGFA	0.29	100%			100%	2.37	0.29	\$140	\$2,425	\$320	\$2,565	\$2,885
160	Data Center	1,000 SFGFA	0.14	100%			100%	0.99	0.14	\$68	\$1,171	\$155	\$1,238	\$1,393
210	Single-Family Detached Housing*	Dwelling unit	1.02	100%			100%	9.45	1.02	\$312	\$5,402	\$3,672	\$5,714	\$9,386
220	Apartment	Dwelling unit	0.67	100%			100%	6.50	0.67	\$182	\$3,151	\$2,142	\$3,333	\$5,475
230	Residential Condominium/Townhouse	Dwelling unit	0.52	100%			100%	5.65	0.52	\$182	\$3,151	\$2,142	\$3,333	\$5,475
240	Mobile Home Park	ODU	0.60	100%			100%	4.90	0.60	\$290	\$5,017	\$662	\$5,307	\$5,969
254	Assisted Living	Bed	0.35	100%			100%	2.56	0.35	\$169	\$2,927	\$386	\$3,096	\$3,482
310	Hotel	Room	0.61	100%			100%	7.86	0.61	\$295	\$5,101	\$673	\$5,395	\$6,069
320	Motel	Room	0.56	100%			100%	5.63	0.56	\$270	\$4,683	\$618	\$4,953	\$5,571
411	City Park	Acre		100%			100%	6.13		\$0	\$0	\$0	\$0	\$0
417	Regional Park	Acre	0.26	100%			100%	4.99	0.26	\$126	\$2,174	\$287	\$2,300	\$2,587
430	Golf Course	Acre	0.39	100%			100%	5.27	0.39	\$188	\$3,261	\$431	\$3,450	\$3,880
492	Health/Fitness Club	1,000 SFGFA	4.06	100%			100%	30.32	4.06	\$1,961	\$33,950	\$4,482	\$35,911	\$40,393
495	Recreational Community Center	1,000 SFGFA	3.35	100%			100%	27.40	3.35	\$1,618	\$28,013	\$3,698	\$29,631	\$33,329
520	Elementary School	1,000 SFGFA	3.11	59%	41%		100%	7.12	1.83	\$886	\$15,343	\$2,026	\$16,230	\$18,255
522	Middle School/Junior High School	1,000 SFGFA	2.52	59%	41%		100%	6.36	1.49	\$718	\$12,433	\$1,641	\$13,151	\$14,792
530	High School	1,000 SFGFA	2.12	59%	41%		100%	5.95	1.25	\$604	\$10,459	\$1,381	\$11,063	\$12,444
540	Junior/Community College	1,000 SFGFA	2.64	100%			100%	21.41	2.64	\$1,275	\$22,076	\$2,915	\$23,351	\$26,265
560	Church	1,000 SFGFA	0.94	100%			100%	13.22	0.94	\$454	\$7,860	\$1,038	\$8,314	\$9,352
565	Day Care Center	1,000 SFGFA	13.75	33%	67%		100%	18.02	4.54	\$2,192	\$37,943	\$5,009	\$40,134	\$45,144
610	Hospital	1,000 SFGFA	1.16	100%			100%	12.17	1.16	\$560	\$9,700	\$1,281	\$10,260	\$11,541
620	Nursing Home	1,000 SFGFA	1.01	100%			100%	7.21	1.01	\$488	\$8,446	\$1,115	\$8,933	\$10,048
710	General Office Building	1,000 SFGFA	1.49	100%			100%	8.38	1.49	\$720	\$12,459	\$1,645	\$13,179	\$14,824
720	Medical-Dental Office Building	1,000 SFGFA	4.27	100%			100%	27.31	4.27	\$2,062	\$35,706	\$4,714	\$37,768	\$42,482
750	Office Park	1,000 SFGFA	1.48	100%			100%	8.50	1.48	\$715	\$12,376	\$1,634	\$13,091	\$14,725
760	Research and Development Center	1,000 SFGFA	1.07	100%			100%	6.22	1.07	\$517	\$8,947	\$1,181	\$9,464	\$10,645
770	Business Park	1,000 SFGFA	1.26	100%			100%	9.44	1.26	\$609	\$10,536	\$1,391	\$11,145	\$12,536
812	Building Materials and Lumber Store	1,000 SFGFA	5.56	100%			100%	43.13	5.56	\$2,685	\$46,493	\$6,138	\$49,178	\$55,316
813	Free-Standing Discount Superstore	1,000 SFGFA	4.40	72%	28%		100%	38.46	3.17	\$1,530	\$26,491	\$3,497	\$28,021	\$31,518



Appendix C: System Development Charge Form

**City of Tigard System Development Charges  
APPLICATION AND CALCULATION WORKSHEET**

DATE: \_\_\_\_\_

**APPLICANT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

**DEVELOPMENT**

TYPE OF DEVELOPMENT: \_\_\_\_\_

PARCEL NUMBER OR SDC LOT NUMBER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

BUILDING PERMIT NUMBER: \_\_\_\_\_

CURRENT USE(S):

- ☐ Site is Vacant
- ☐ Site Currently Has Residential Dwelling Units
- Number of Single-Family Dwelling Units \_\_\_\_\_
- Number of Multi-Family Dwelling Units \_\_\_\_\_
- Number of Manufactured Housing Dwelling Units \_\_\_\_\_
- ☐ Site Currently Has Non-Residential Structure(s)
- Size(s) \_\_\_\_\_
- Current Land Use(s) \_\_\_\_\_

**SDC CALCULATIONS**

**SDC Exemption Request**

Is the proposed development in one of the following exempt categories?

- ☐ Alteration of existing building - no additional impacts.
- ☐ Accessory buildings or structures - no additional impacts.
- ☐ Mobile/manufactured home placement for a unit on which SDCs have already been paid.
- ☐ Temporary Use (less than 180 days).

(EXPLAIN): \_\_\_\_\_

**OFFICIAL USE ONLY**

- ☐ Exemption denied. Applicant may appeal denial.
- ☐ Exemption determination referred to City Council on \_\_\_\_\_ (date)

By: \_\_\_\_\_  
(Signature of City Official)

### SDC Credit Request

If the development is donating or constructing a Qualified Public Improvement, a credit against the SDC may be available. A Qualified Public Improvement is a capital improvement required as a condition of development approval. To obtain an SDC Credit, the Applicant must submit a letter to the City specifically requesting a credit prior to the issuance of a building permit for the Development. In the request, the Applicant must identify the improvement(s) for which Credit is sought and explain how the improvement(s) meet the requirements for a Qualified Public Improvement. The Applicant must also document the value of the improvement(s) for which Credit is sought.

☐ SDC Credit is Requested

### Alternative SDC Rate Calculation Request

An Applicant may request an Alternative SDC Rate Calculation if the Applicant believes that the impact on facilities resulting from the development will be less than the rates established in the SDC Methodology Report. In support of the Alternative SDC Rate request, the Applicant must provide complete and detailed documentation.

☐ Alternative SDC Rate Calculation is Requested

### SDC Calculation Worksheet

#### Single Family Detached Residential SDC Rates

(1) Type of SDC	(2) SDC Per Dwelling Unit	(3) # Units	(4) Total
Citywide TSDC Imp.*	\$ 5,402		
RiverTerrace TSDC Imp.*	\$ 3,672		
Transportation- Reimb. Fee	\$ 312		
Water	\$ 7,930		
Wastewater	\$ 4,900		
Stormwater	\$ 500		
Citywide Parks SDC Imp.*	\$ 5,807		
RiverTerrace Parks SDC Imp.*	\$ 2,502		
Parks Reimbursement Fee	\$1,017		
Total			

\*includes administration fee.

#### Non-Residential SDC Rates

(See Table 1 for appropriate SDC Rates)

(1) Type of SDC (Transportation, Water, Wastewater, etc.)	(2) Unit of Measure	(3) Number of Units	(4) SDC Rate	(5) Fee

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OFFICIAL USE ONLY**

TOTAL SDC FEES:

\_\_\_\_\_

Less: CREDIT FOR CONTRIBUTION OF  
QUALIFIED PUBLIC IMPROVEMENTS

(\_\_\_\_\_)

Less: ALLOWANCE FOR EXISTING USES  
(expansion or redevelopment)

(\_\_\_\_\_)

**NET SDCs DUE:**

\_\_\_\_\_